



State of Idaho

Department of Administration
Division of Public Works

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Design and Construction
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November 3, 2008

REQUEST FOR QUALIFICATIONS

TO: MATERIAL HANDLING DESIGN PROFESSIONALS, ARCHITECTS & ENGINEERS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 08321
Automated Storage and Retrieval System
Idaho State Liquor Dispensary
1349 E. Beechcraft Court
Boise, Idaho 83716

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. BOX 83720 Boise, ID 83720-0072, until **November 25, 2008 at 5:00 p.m.**, for furnishing professional services to the State of Idaho.

Program clarification and additional data may be requested by appointment only, with Mr. Bill Applegate, Product General Manager, ISLD, (208) 947-9456. Other questions that arise as a result of this Request for Qualifications should be addressed to:

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The project will be funded by State Funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Material Handling Design Professional (hereinafter Design Professional) will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design Professional.

DESCRIPTION OF PROJECT

The Idaho Division of Public Works, Department of Administration (hereafter referred to as the "Owner"), is requesting responses from qualified Design Professionals to prepare a Request for Proposal (hereinafter RFP), and for other services for the Owner for the procurement, installation and commissioning of an Automated Storage and Retrieval System (AS/RS) in Boise, Idaho.

The RFP prepared by the selected Design Professional firm shall at a minimum include the conceptual design, general specifications, procurement procedures and general system operation requirements and the procurement procedures for the Automated Storage and Retrieval System (ASRS) to be installed in the existing 217' x 80' x 50' high warehouse. The ASRS will include capacity to manage a minimum 2,800 pallets, including cranes, circulation conveyors, and mezzanine for the new equipment and the existing warehouse. The ASRS shall be compatible with and interface with the Owner's Warehouse Management System (WMS). The ASRS shall be limited to the existing warehouse area and tie into the existing warehouse and mezzanine. It is the intent of the owner to engage a Design Professional to prepare the bridging document (RFP) including exhibits that will be used to solicit design-build teams (DBT's). At a minimum the RFP shall include; 1) installation/erection and commissioning requirements of the ASRS, 2) address conditions and limitations of the existing facility, 3) a conceptual plan layout to best meet the needs of the facility, 4) describe procedural elements for the ASRS system for each operational need, 5) indicate flow characteristics and make recommendations for equipment modifications in the existing facility, 6) describe in detail the operational requirements of the ASRS components and 7) criteria for the evaluation and selection of the ASRS and design build team.

REQUIRED SERVICES

Phase 1: RFP Preparation:

The Design Professional shall develop an RFP for the design, development, equipment procurement, installation, commissioning and other phases of the proposed ASRS.

Phase 2: Project Management

The engagement of the Design Professional may be extended to provide Project Management services to oversee all aspects of installation and construction in conjunction with the Owner's representatives.

Phase 3: Commissioning and Testing

The engagement of the Design Professional may be extended, at the Owner's option, to provide services to oversee and supervise commissioning and testing at the end of the installation, in conjunction with the Owner's representatives.

The RFP developed by the Design Professional shall include such activities as (examples shown for illustrative purposes only):

Detailed descriptions of operating requirements and facility limitations for the AS/RS.

- All requisite material handling and storage systems associated with the AS/RS system will be detailed to the extent that specifications can be prepared.

Functional system design (to include the following, as a minimum):

- A description of the operational requirements of the material handling system components pertinent to the RFP.
- A framework from which to develop specifications for competitive bidding for the equipment and system.

- Deliverables typically included in a Functional System Description (FSD).
- Facility Layout - plan and elevation views (in this RFP no specific AS/RS configuration will be dictated, only required performance and storage characteristics)
- Operation Process Flow Charts (if required)
- Operation Model Database - static and dynamic data (as required)
- Operational Description

Prepare design-builder RFP to solicit the following information as a minimum):

- Required Equipment Features and Options
- Performance Standards and Requirements
- General Design Requirements and Standards
- Mechanical and Structural Requirements
- Electrical Power Requirements and Controls System Requirements
- Fabrication and Installation Requirements
- WMS Interface Requirements (if any)
- Schedules
- Development Methodology
- Proposal, Drawing and Technical Submittals
- Spare Parts Listing Request
- Performance Standards and Requirements
- Quality Standards and Tolerances
- Industrial Standards and Codes
- Education & Training Requirements
- Start-up & Commissioning Requirements
- Field Service Requirements
- Acceptance Criteria

Facility characteristics and specifications available:

The RFP shall provide means to obtain information for AS/RS potential design-builders. This will include, is not limited to

- Floor Specifications
- Bearing Capacity
- Compression Strength
- Flatness specifications
- Available space for installation
- Existing column grid
- Overhead clear space in available area
- Lighting Levels

- Dock Doors and availability for installation
- Future Expansion plans and requirements
- Seismic Area Definition

Qualified Design-Builder selection assistance

The Design Professional will assist the Owner in the evaluation of Responses and the qualifications of Design-Build firms submitting proposals.

Architect and Engineering interface

At various points throughout the procurement effort the Design Professional may be asked to serve as a reference source (on behalf of the Owner) to the Design Builder regarding such issues as fire protection, flooring, lighting, etc. Design Professional will seek the Owner's or their chosen architect and/or engineer's assistance in this area to facilitate a rapid acquisition of the needed information so as not to delay the effort.

Design-Builder references

Design Professional will verify all references provide and will provide a scoring matrix.

Design-Builder selection assistance

This process entails the assistance for all activities involved with the design-builder process.

Design-Builder recommendation

The Design Professional shall be consulted as part of the selection process. The final decision made by the Owner is vital to the ultimate success of the design, procurement, and eventual implementation of the project.

The State is requesting submittals for complete design, RFP development, procurement, construction administration and commissioning services of the proposed ASRS.

Where required by Idaho Statutes the Design Professional shall be licensed to practice architecture or engineering in the State of Idaho.

A total project budget of \$2,850,000 million has been established to include fees, construction, contingencies, independent testing. The **maximum total** amount of the Design Professional Services Contract will be **\$200,000**. A complete construction cost estimate will be required at the conclusion of the RFP preparation for final approval prior to proceeding with issuance of the RFP to Design-Build Teams.

The Design Professional shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases of work, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the project.

The Design Professional will be required to meet monthly with the DPW Project Manager and/or Field Representative for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Professional shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

- A written Request for Proposals (RFP) to the Division of Public Works and ISLD for use by the owner in a Design Build Team (DBT) procurement process.

- Other documents associated with the completion of this engagement, as required by DPW or ISLD.

Design Professionals-understand that by preparing the RFP for the AS/RS system they will be unable to be a part of or included on any Design-Build Team.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Design Professionals who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor

Submit five (5) copies of the submittal.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent architect/engineer will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

AWARD

Based on the results of the submittals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next recent meeting. If recommended, the Division of Public Works, Department of Administration in accordance with prescribed procedures, will issue a notice of intent to negotiate.

PROPOSED DATES:

Receive Submittal	November 25, 2008
Oral Interviews	December 10, 2008
Review by PBFAC	January 6, 2009
Negotiate Contract	January, 2009
Bridging Document (RFP) presentation to PBFAC	March, 2009

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

END OF RFQ